

<p>Banpu Public Company Limited Company Secretary &amp; Investor Relations</p>	<p>Standard Practice Manual</p>	
<p>Authorized by :  .....  ( ) Chief Executive Officer</p>	<p>Subject : แนวปฏิบัติตามนโยบายต่อต้านคอร์รัปชัน</p>	
	<p>Document No.: TH-CSIR-CG-SPM-01</p>	
	<p>Revision:</p>	
	<p>Date: 8/08/17</p>	<p>Page No.:1 of 3</p>

## Announcement of Standard Practice Manual On Guidelines for Accepting and Offering of Gifts, Hospitality, or Other Similar Forms of Reward

### Principle

Banpu Public Company Limited (“Banpu”) has established the Corporate Governance Policy and Code of Conduct for all personnel of Banpu Group to observe in their discharge of duties. A set of guidelines on accepting and offering of gifts, hospitality, or other similar forms of reward that are in line with business code of conduct as well as anti-corruption policy has also been provided herewith as part of Banpu Group’s Corporate Governance Policy and Code of Conduct.

### Guidelines

#### 1. Offering of gifts, souvenirs, or other similar forms of reward

1.1 Offering of gifts or souvenirs on special occasions is acceptable – but it must not contravene with relevant laws and local customs. Moreover, gifts or souvenirs to be offered should come in the forms that enhance Banpu Group’s corporate image, which include:

1.1.1 Calendars or diaries

1.1.2 Banpu Group product (Company Product)

1.1.3 Gifts that bear corporate logo /corporate brand

1.1.4 Products from projects under the royal initiatives, products from local communities nearby Banpu Group’s operating areas, or products intentionally made for charity or those that support sustainable development

1.2 Giving gifts and souvenirs should be based on a single standard to avoid discrimination.

1.3 It is prohibited to offer gifts, souvenirs, material goods, or other similar forms of reward to spouse, children, or those having acquaintance with government officials, customers, business partners, and those with whom we are having business relationship -as this will be considered receiving gifts via an intermediary.

1.4 Giving gifts on special business occasions, such as inauguration day and contract signing is acceptable. However, the gift to be offered must not have a monetary value exceeding the law

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;otherwise giver must receive a prior approval from the Senior Vice President or Top Executive of each company in Banpu Group.

## 2. Accepting of gifts, souvenirs, or other similar forms of reward

2.1 In the event that refusal to accept gifts, souvenirs, other similar forms of reward is not appropriate, while such gifts, souvenirs, other similar forms of reward cannot be returned to the giver, it must be sent to the Company Governance office and recorded through the Gift Report System and donating them to persons or organizations outside of Banpu Group for charity or for the common good. Exceptions are made for the following:

2.1.1 Consumables with an expiry date of less than 1 month should be at the discretion of direct executive overseeing department receiving the goods

2.1.2 Personnel are allowed to receive calendars or diaries with company logo for personal use

2.1.3 Accepting a gift or a souvenir on behalf of the company, such as at a business contract signing event is allowed, but the gift or souvenir will be declared as company properties.

## 3. Hospitality

3.1 Expenses for providing business hospitality, such as receptions, sports events, or other expenses that are directly relating to business operations or trading traditions as well as dissemination of knowledge regarding the business are acceptable. Such expenses, however, must be paid in a reasonable manner without any influence on business decision and conflicts of interest.

## 4. Organizing CSR activities with government agencies or government officials

4.1 CSR activities with government agencies or government officials can be organized as considered appropriate. However, such activities must be held on behalf of Banpu and with an objective in line with Banpu's CSR policy. In this regard, some criteria, plans, and methods to assess the results of the activity should be established and should conform to regulations and procedures of Banpu Group.

4.2 CSR or other activities on behalf of Banpu Group must not be held in support of political parties

## 5. Acceptance of an invitation to meeting, training, seminar, or site visit to a business operation at the expense of business partner

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5.1 Acceptance of an invitation to meeting, training, seminar, or site visit to a business operation at the expense of a business partner is allowed if such activity is stated in a term of agreement. However, there must be no hidden agenda for leisure travel. Invitation to meeting, training, seminar, and site visit to a business operation at the expense of a business partner, which is not part of an agreement, can also be accepted provided that the acceptance is considered appropriate and beneficial to the business of Banpu Group. The acceptance, however, is subject to prior management approval under the regulations of Banpu Group.

## 6. Offer of support for travel expenses or other expenses to government officials

6.1 Support for travel expenses or other expenses to government officials can be offered as considered appropriate. However, such support must conform to the regulations of Banpu Group

## 7. Donation and contribution to government agencies, government officials, and charities

### 7.1 Donation and contribution to any organization must be made under the following conditions:

- 7.1.1 The receiving organization must be reliable and well-recognized or legally licensed.
- 7.1.2 The donation or contribution must be made transparently and legitimately on behalf and under the regulations of Banpu Group.
- 7.1.3 The payment must not be made directly to any government official or any person, except the person is clearly specified in the official request for such donation or contribution. A written acknowledgement of the donation or contribution must be issued.
- 7.1.4 There must be a monitoring process to ensure that donation or contribution is used for public interest and/or truly meets the objective of each donation.

Directors, executives, and staff of Banpu Group are required to study these guidelines on accepting and offering of gifts, hospitality, or other similar forms of reward for the correct understanding and compliance. If you have any doubt or question, please consult Company Governance: Tel : 02 694 6785, 02 694 6913 or E-mail: [cg@banpu.co.th](mailto:cg@banpu.co.th)